

## **29. School Meals Income Collection**

### **Preamble**

This section applies to schools that provide school meals and are responsible for the collection and banking of income. The official forms and procedures that schools must use provide a means of verifying that all meals paid for have been accounted for and the money banked. Free meals, other than those provided as part of the Universal Infants Free School Meals Grant, must only be provided to those pupils whose parents provide evidence that they are in receipt of eligible state benefits.

### **Regulations**

- 29.1. Where funding for meals is delegated, the power to determine the price that is charged to parents rests with the Governing Body. For those Nursery, Primary and Special schools that buy back into the Education Support Services Food & More provision, the local authority will determine the price to be charged to parents.
- 29.2. The collection of income for meals is the responsibility of the school. Where schools buy back into the Education Support Services Food & More provision, the school will be charged through the central accounting system's Internal Recharge facility for all meals provided (whether paid meals or not). The headteacher is responsible for the collection and banking of income in respect of meals paid for. These monies are to be credited against the school.
- 29.3. Any shortfall between income collection and meals charges will be met from the school's delegated budget.
- 29.4. Banking and recording of income must be at least weekly and in accordance with the regulations concerning Income.
- 29.5. Wherever possible income should be collected in advance of meals taken. If income is not received, unpaid meals should only be provided for an agreed period before the provision of school meals is curtailed. Any alternative arrangements are the responsibility of the child's parent/guardians.
- 29.6. For security reasons cash retained on the premises should be kept at an absolute minimum and kept in a secure location.
- 29.7. Free meals should only be provided to pupils whose parents/guardians can demonstrate they are in receipt of certain eligible state benefits.

**See also:**

A21 - Income and A22 - Bank Accounts and Petty Cash